



# DICLE UNIVERSITY INCOMING STUDENT WORKFLOW

Doküman Kodu	DIŞ-İA-06
Yürürlük Tarihi	21.03.2024
Revizyon Tarihi/No	.../.../.../00
Baskı Tarihi/No	.../.../.../00

RESPONSIBLE UNIT	WORKFLOW	DOCUMENTS
<b>International Office</b> <b>Departmental Coordinators</b>	<p>Nominations are sent by partner universities.</p> <p>↓</p> <p>Application form is filled by the students.</p> <p>↓</p> <p>For internship students write a motivation letter and prepare LA, for studies LA is prepared.</p> <p>↓</p> <p>Confirmation and availability is asked to departmental coordinators.</p> <p>↓</p> <p>Acceptance letter is issued or rejection e mail is posted.</p>	<b>Inter Institutional Agreement</b> <b>Learning Agreement (LA)</b>
<b>Departmental Coordinators</b> <b>International Office</b> <b>Student Affairs Office</b>	<p>Upon arrival, International Office informs Student Affairs Office.</p> <p>↓</p> <p>The student gets registered by Student Affairs Office.</p> <p>↓</p> <p>Student prepares document to be handed to Immigration Office.</p> <p>↓</p> <p>Changes in LA form is indicated by student and departmental coordinator.</p>	<b>Erasmus Handbook</b> <b>Learning Agreement (LA)</b>
<b>Departments</b> <b>International Office</b>	<p>Board Decision is taken from the department in 3 weeks, International Office and Student Affairs Office is notified.</p> <p>↓</p> <p>If a student wants to continue his/her studies for one more semester they notify International Office and their home university.</p>	<b>Electronic Document Management System</b>
<b>Departments</b> <b>International Office</b>	<p>Upon completion of studies, students' grades are prepared by the department.</p> <p>↓</p> <p>Students transcripts are prepared by International Office.</p> <p>↓</p> <p>Certificate is issued by International Office /After the mobility part is signed for internship students.</p>	<b>Erasmus Handbook</b> <b>Learning Agreement (LA)</b> <b>Certificate</b>